

**DEVELOPMENT AUTHORITY OF CLAYTON COUNTY,
REDEVELOPMENT AUTHORITY OF CLAYTON COUNTY,
AND
URBAN REDEVELOPMENT AGENCY OF CLAYTON COUNTY**

**POST-MEETING SUMMARY
TUESDAY, FEBRUARY 12, 2019**

The regular monthly meeting of the Development Authority of Clayton County, Redevelopment Authority of Clayton County, and Urban Redevelopment Agency of Clayton County was held on Tuesday, February 12, 2019, at 5:00 p.m., in the Conference Room 1588 Westwood Way, Morrow, Georgia.

Members present at the meeting were Eldrin Bell, Chairman; Louis Johnson, Secretary/Treasure); Dr. Tim Gilrane (arrived 5:11 p.m.); Larry Vincent; Helen McSwain; and Herman Andrews (arrived 5:09 p.m.). Also present were Authority counsel, M. Michelle Youngblood; Khalfani Stephens, Executive Director; Erica Rocker-Wills, Senior Business Development Manager; and members of the public.

Call to Order and Welcome of Guests

Chairman Bell called the meeting to order at 5:00 p.m. and welcomed the guests.

Approval of Agenda

Chairman Bell presented the agenda and inquired as to whether there were any additions, changes, or deletions. Chairman Bell asked to table item #1 under Old Business (elections). After a general discussion, the agenda was approved as amended. Motion by Tim Gilrane, seconded by Louis Johnson, vote unanimous.

Approval of Minutes

The minutes of the December 11, 2018 regular meeting (regular and executive session) were presented. The matter was tabled because at the time, there was not a quorum of members present who had attended the December meeting. The minutes of the January 8, 2019 regular meeting (regular session) were presented and approved as presented. Motion by Louis Johnson, seconded by Tim Gilrane. Vote unanimous.

Approval of Treasurer's Report

Treasurer Louis Johnson reported that the operating account began the month of January with an opening balance of \$5,364,435.64. There were checks written totaling \$99,5850.28, and withdrawals totaling \$43,437.68, leaving a closing balance of \$5,253,003.14. Mr. Johnson reported that separate accounts had been established for TAD funds, and those accounts would be included in future reports. He also discussed his recommendation to issue an RFQ for a part-time bookkeeper.

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OLD BUSINESS

1. Elections

Tabled.

2. Re-validate information for credit card

Khalfani Stephens reminded the Board that it previously had approved obtaining a credit card with a limit of \$5,000.00. However, SunTrust requires a resolution approved by the current officers of the Authority. There was a general discussion about the existence of a policy governing credit card use. There being none, it was the consensus of the Authority to table the matter until March, when the Board will consider a policy governing credit card use as well as the resolution required by SunTrust.

3. Budget and Accounting Calendar Alignment

Mr. Stephens reminded the Board that it had discussed changing its fiscal year (currently the calendar year) to July 1 – June 30, to coincide with the County's fiscal year. Authority counsel noted that the requirement to complete an annual audit has not changed, and input from the auditor would be required to determine the steps necessary to make that shift and the costs involved. Chairman Bell noted that the Board of Commissioners had approved hiring outside counsel to review the intergovernmental agreement between the County and the Authority. Therefore, it was the consensus of the Authority to table the matter for further discussion, including feedback from the auditor.

4. Policy Regarding Consultant Conflict of Interest

Mr. Stephens reported that he and Authority counsel expected to have a proposed policy in the next week, but needed feedback from the Authority. He recommended forming a subcommittee to guide the drafting process, with the final product to be presented to the full board in March. Larry Vincent, Herman Andrews, and Chairman Bell will participate in the subcommittee.

5. Revisions to Application for Bond Financing

Mr. Stephens reported that he and Authority counsel expected to have proposed revisions in the next week, but needed feedback from the Authority. He recommended forming a subcommittee to guide the drafting process, with the final product to be presented to the full

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board in March. Larry Vincent, Herman Andrews, and Chairman Bell will participate in the subcommittee.

6. Real Estate Rep

Mr. Stephens reported that the County's RFP for real estate services (including for the Authority) had addressed oral questions last week. Written questions from prospective respondents are due February 14, 2019, with responses February 20, 2019. The bid opening is February 28, 2019.

NEW BUSINESS

7. Projects Report

Mr. Stephens reported that the Benoit Group is interested in building a hotel on an approximately 9-acre site owned by the Authority. They have requested 60 days to negotiate the terms of a development agreement for the purchase of the property, including any incentives. He also reported that Spivey Development, LLC is planning to open an assisted living facility at 1795 Highway 138. It will be a 30,000 sf facility, employing approximately 30 directly, 54 total including construction. The salary should be \$14-15 an hour, based on the salaries paid by the developer at a similar facility in Macon. Mr. Stephens reported that he is preparing a questionnaire to be completed by all prospects, which will provide much of the information sought by the Authority.

8. Current Basic Certification for All Board Members

Mr. Stephens reported that the required training is offered through the University of Georgia, Georgia State University, and the International Economic Development Council. He will compile a list of training opportunities and distribute to the Board members.

9. Annual Reporting

Mr. Stephens reported that this was a duplicate item already covered.

10. Jonesboro Main Street Member Request

Mr. Stephens reported that the Jonesboro Downtown Development Authority had asked for the Authority to participate at the business level. After a general discussion, the Authority approved participation as a large business at a rate of \$300. Motion by Louis Johnson, seconded by Tim Gilrane. Vote unanimous..

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11. Request for Proposals / Request for Qualifications – CPA

Mr. Stephens asked the Board to consider issuing an RFQ for a CPA. Authority counsel clarified that if this was for services of an auditor, the annual audit is due by June 30 and generally gets underway in February or March. It was the consensus of the Authority to solicit bids and present the top 3 responsive bids for approval at the March meeting.

OTHER BUSINESS

1. Executive Session for the purpose of discussing real estate and personnel matters

There was no executive session.

2. Consideration of Items, if any, Discussed in Executive Session

None.

Chairman Bell inquired as to whether there was any additional business to come before the Board. Larry Vincent inquired about the results of the matter discussed in executive session at the last meeting. Chairman Bell reported that he and Mr. Johnson had met with Dan McRae, and Mr. McRae was unable to give the opinion sought.

Authority counsel reported that House Bill 34 was under consideration in the State legislature. Mr. Vincent reported that it was sponsored by Rep. Mike Glanton and the Clayton County delegation. HB 34 revises the qualifications to serve on a Development Authority. It also allows the local governing authority to remove sitting members of a Development Authority for certain specified reasons, including neglect of duty, incompetence, and unethical or dishonorable conduct.

Chairman Bell again inquired as to whether there was any additional business to come before the Board. There being none, the meeting adjourned at 5:59 p.m. Motion by Louis Johnson, seconded by Helen McSwain, vote unanimous.

Louis Johnson, Secretary/Treasurer